gt independence
Your life. Your choice.

Employee Portal Guide

A guide for Employees using
The GT Independence Portal

Welcome to the GT Independence Portal!

We believe that every person deserves to live the life of their choosing regardless of age or ability. We understand that being a caregiver is a difficult and demanding job and that as a caregiver you provide a service that greatly improves the life of the person you care for.

In our effort to better serve you as a caregiver we have developed the GT Independence Web Portal to provide easy access to paystubs, documents and other resources.

This packet contains information detailing the capabilities of the portal and provides instructions on using the various functions of your account.

Thank you for your continued support of GT Independence.

Sincerely,

Adam Kujacznski
Marketing Manager
GT Independence

Accessing the Portal

Account Registration:

1. Visit portal.gtindependence.com using a web browser such as Google Chrome or Safari.
2. Click Register a New Account.
3. Enter your user information into the respective fields. *Your Account ID can be found on the coded timesheet provided to you.*
4. Create a username and password that you will remember.
5. After registering, you will receive an email from GT Independence with the subject line "GT Independence Portal Account Verification."
6. Click the Verify Email Address link provided in the email to verify your account and be taken to the portal.

Account Registration View

Register

Account Type

Employee

Account ID*

Date of Birth*

MM/DD/YYYY

SSN (Last 4 digits)*

Username*

Email*

Password*

Confirm Password*

Register   Cancel

Logging In:

1. Visit portal.gtindependence.com using a web browser such as Google Chrome or Safari.
2. Enter the Username and Password chosen during registration.
3. Check the box agreeing to the Portal Terms and Conditions of use.
4. Click Login.

Forgot Username or Password:

1. Click Forgot Username or Password?
2. Fill in correct field for forgotten information.
3. After pressing Recover, you will receive an email from GT Independence containing your username or instructions to reset your password.
4. Click the link provided in the email to login or to reset your password and login.

Forgot Username or Password View

Recover Account

Forgot Password?

Enter in your account username to be emailed password recovery instructions.

Username

[   ]

Recover   Cancel

Forgot Username?

Enter in your account email address to be emailed username information.

Email

[   ]

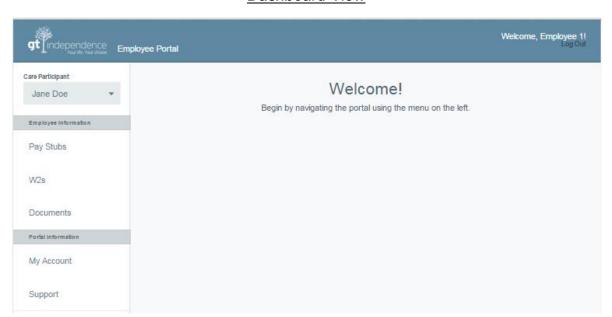Recover   Cancel

Account Dashboard:

Once you have logged in you will be taken to the welcome screen showing your account dashboard. From this page you will be able to navigate throughout the portal.

<u>Choose your employer's name from the care participant dropdown in order to populate your dashboard.</u>

The navigation items displayed on the left hand side of the screen allow you to access the following areas.

1. **Pay Stubs –** View all checks and view and print detailed pay stubs.

2. **W2s –** View your W2s for available years.

3. **Documents –** Access and download common program forms and documents.

4. **My Account** – View and change account and login information.

5. **Support** – Request support or send a message to a GT Independence customer service associate.
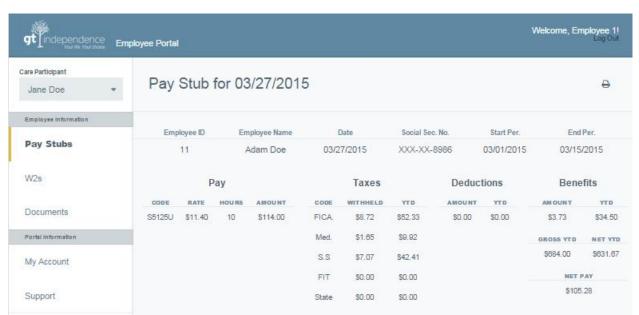
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<u>Dashboard View</u>

Pay Stubs:

To view your detailed pay stubs simply follow these steps:

1. Select the beginning and end dates you would like to search through.
2. Click the Go button.
3. All checks issued during the date range selected will appear. To view a detailed pay stub, click the eye icon to the right of the screen under Actions.
4. To print a copy of the detailed pay stub simply click the printer icon in the top right of the screen.
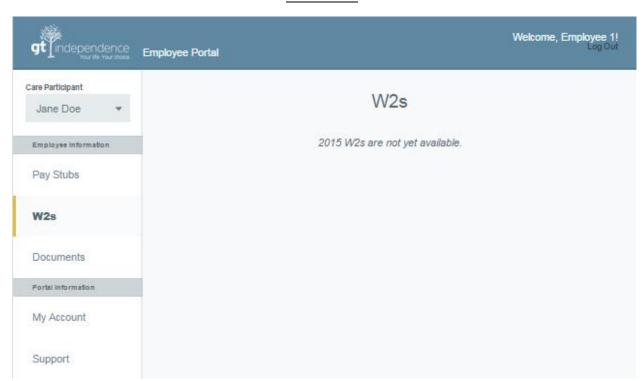
Pay Stubs View

W2s:

To view available W2s simply click on the W2 tab:

W2s are not available until January of the following year.
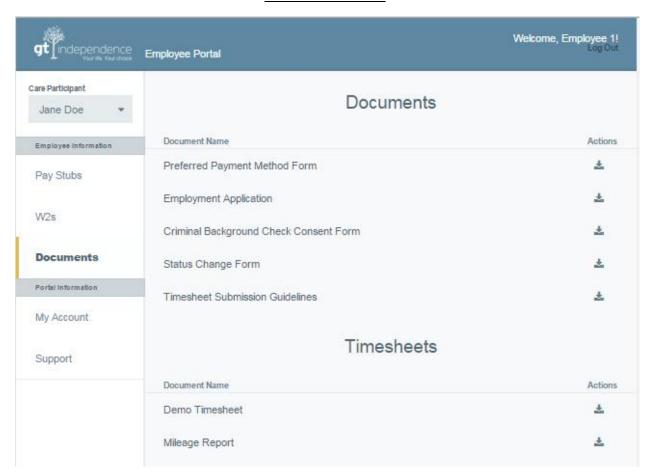
W2s View

Documents:

To download a document and view its content, simply click the download icon to the right of the screen under Actions.

Timesheets:

You can now download your coded timesheet through your portal account. Simply click on the download icon next to the timesheet and the file will automatically include your Employee ID and Assignment ID.
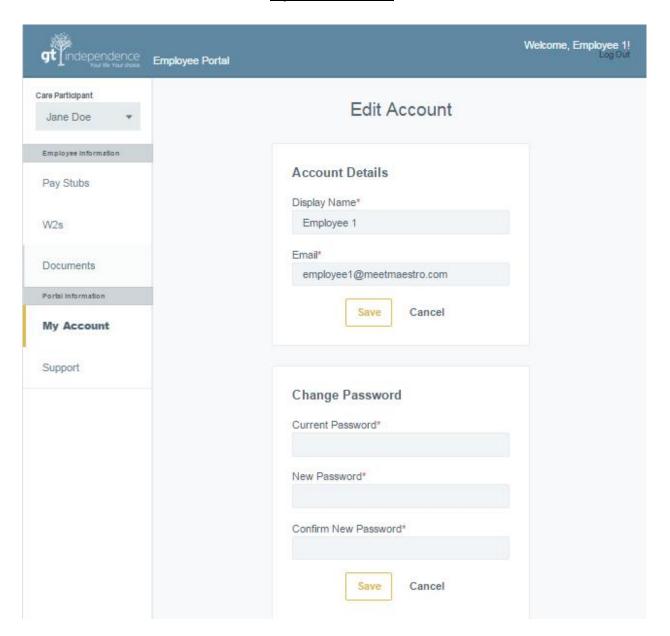
Documents View

My Account:

To make changes to your account information simply follow these steps:

1. Make the desired changes to your account information by filling in the fields.
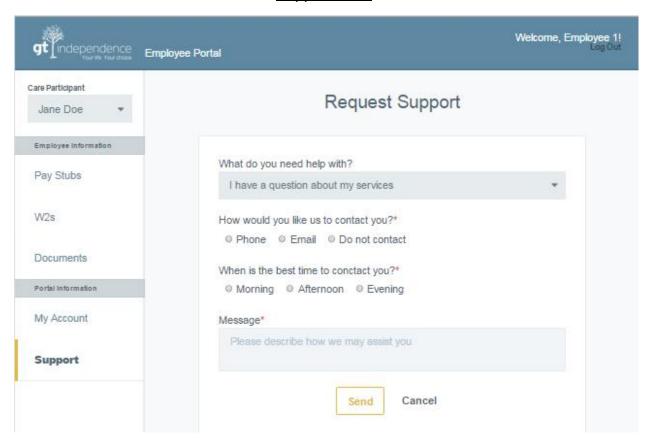2. Press the appropriate Save button in order for the changes to go into effect.

My Account View

Support:

To request support or send a message to a customer service associate simply follow these steps:

1. Select the type of help you require.
2. Select your preferred contact information.
3. Type a question or message explaining the support requested.
4. Click the Send button.

Support View

Logging Out:

In order to log out, simply press the Log Out button found in the upper right corner of the screen under your display name.